



KENNY C. GUINN
Governor

STATE OF NEVADA
GAMING CONTROL BOARD

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SCOTT SCHERER, *Member*

Audit Division Duties and Requirements

The Gaming Control Board is an Equal Opportunity Employer

The following is a summary of the requirements, conditions, and duties of an Auditor with the State Gaming Control Board. Additionally, information regarding how to apply for a position with the Board is included.

POSITION DESCRIPTION:

Under immediate or general supervision of an Audit Supervisor or other designee, conducts field audits, including performing as a staff auditor; analyzes internal accounting control systems, and performs other financial analyses; may function as auditor-in-charge of a field audit; and performs related work as required.

QUALIFICATIONS:

Preferred Qualifications

Graduation from an accredited college or university with a Master's degree in Accounting; or

Graduation from an accredited college or university with a Bachelor's degree in accounting or business administration and to have completed the 150 semester hour requirement to sit for the CPA exam as specified by the Nevada State Board of Accountancy.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in accounting or business administration, and completion of the following courses (or their equivalent):

Introduction to or Principles of Accounting I & II
Intermediate Accounting I & II
Advanced Accounting or Intermediate Accounting III
Auditing
Tax Accounting
Cost/Managerial Accounting
Business Law (1 semester) or Commercial Transactions Law for Accountants

BACKGROUND INVESTIGATION:

A background investigation will be conducted on each applicant who is hired in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Gaming Control Board employee.

All applicants who do not pass the background investigation will not be eligible for Gaming Control Board employment.

TYPICAL DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Auditor Function:

Performs preparation, planning, and organization of assignments;

Performs observations and walk-throughs, document examinations, analytical review, reconciliations, and other procedures sufficient to formulate and express an opinion, render a conclusion or otherwise meet the objectives of the assignment;

Evaluates gaming licensee's compliance with statutes and regulations;

Assesses additional taxes where deficiencies are noted, or refunds taxes if applicable;

Determines and accurately documents the nature and extent of exceptions including but not limited to violations and revenue adjustments;

Prepares work papers ensuring that such papers contain sufficient, competent and relevant evidential matter to support the conclusions rendered, in accordance with Board and Division policies;

Advises a supervisor of material problems encountered in a timely manner with accuracy and completeness;

Advises a supervisor regarding progress of assignments for planning purposes;

Performs bankroll verifications, cash counts, financial analyses, evaluates written internal control systems and other work as required;

Evaluates licensee correspondence and drafts responses as necessary;

Obtains a knowledge base and some proficiency regarding the Division's computerized information management system;

Trains other auditors and assists others in a supervisory capacity within their abilities, trains auditors in a classroom setting, etc.;

Completes administrative reports including, but not limited to weekly time reports, Auditor Daily Reports, etc., on a timely basis with accuracy and completeness;

Performs additional auditor-in-charge responsibilities (listed below), depending upon abilities.

Senior Auditor (Auditor-In-Charge) Function:

Responsible for and directs the preparation and planning for each assignment given;

Makes recommendations to supervisors regarding staffing for assignments based on staff experience, professional development and Division's needs and time constraints;

Provides training and direction to staff throughout the course of the assignment;

Monitors progress of staff and assignment through examination of their work, inquiries and filing of progress reports;

Advises or determines, based on the results of preparation and planning, walk-throughs, observations, analytical review, reconciliations and such other procedures as may be necessary, the nature, extent and timing of procedures to be performed on the assignment using sound professional judgment that is well documented;

Advises licensee personnel of problems encountered during the assignment in a timely manner;

Maintains productive communications between staff and licensee personnel;

Forwards complete and accurate work to supervisors on a timely basis;

Reviews auditor-prepared work papers to ensure that such papers contain sufficient, competent and relevant evidential matter to support the conclusions rendered, for adherence to Board and Division policies, and for compliance with the supervision/review standards established by the Division;

Accumulates sufficient evidential matter, using Board, Division and professional standards and judgment to render a conclusion/opinion to meet the objectives of the assignment, and if not, document adequately the reasons why;

If required, responsible for presentation of audits to Audit Committee;

Coordinates with staff the timely completion of review notes and other work associated with the completion of an assignment;

Meets and corresponds with licensee personnel regarding the results of the assignment as directed by Division and Board policies;

Advises auditors of perceived deficiencies and strengths as issues occur;

Follows Division evaluation and performance feedback policies;

Makes recommendations regarding the promotion and hiring process.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

General knowledge and ability in the areas of accounting, auditing, and finance;

Working knowledge of generally accepted auditing standards;

Ability to effectively communicate verbally and in writing;

Ability to complete written communications which address all relevant material information in a logical fashion;

Ability to use correct grammar, spelling and punctuation;

Ability to write complete, concise sentences using a direct professional style that is specific and accurate;

Ability to exercise sound reasoning;

Ability to be receptive to ideas of others;

Ability to recognize problems, consider relevant facts and alternatives;

Ability to demonstrate a professional and courteous attitude towards supervisors, peers, licensee personnel and the public;

Ability to work with a minimum amount of supervision in areas that are familiar;

Ability to learn from mistakes.

SALARY RANGE:

\$35,771 to \$57,741 DOE. Salary reflects retirement (PERS) contributions by both employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

In addition to the stated salary figures, the Board currently has a program in place whereby Board personnel possessing a Nevada CPA certificate are given additional compensation on a semi-annual basis. This program is subject to legislative review each session and may or may not be available in future years.

BENEFITS:

Paid medical, dental, vision care, life and disability insurance program; eleven paid holidays a year; three weeks of annual leave; three weeks of sick leave (no limit on accrual); State retirement system (PERS); a tax sheltered deferred compensation plan available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long-term employees enjoy additional benefits.

TRAINING:

On-the-job training, primarily through assignment to an audit; close supervision. Technical review of work by three levels. Formal (classroom-type) training of audit process at intermittent periods during first year (approximately semiannually). Will total 20-50 hours.

The Board's audit experience qualifies for CPA certification experience in Nevada. Four years experience with the Audit Division and 120 hours of supplemental training (currently provided by the Board) are required to become certified.

CONDITIONS:

All auditors are on call 24 hours per day, and are expected, at times, to work days and hours outside the normal workweek.

Out-of-town travel may be required, usually for intervals ranging from two weeks to two months. This is voluntary whenever possible.

Assignments to an audit are generally for a period of from one to six months, and some assignments involve in-state travel to smaller cities in Nevada.

All Gaming Control Board employees shall follow all conditions of employment as stated in the Gaming Control Board's Personnel Manual.

LOCATION OF EMPLOYMENT:

The Audit Division currently has permanent offices in Reno and Las Vegas; however, travel may be required for audit coverage to other geographic areas within the State.

DUTIES AND REQUIREMENTS INFORMATION NOT A CONTRACT:

This duties and requirements information sheet is not a contract of employment. Even though an applicant might successfully complete the interview process and comply and complete the background investigation, there is no guarantee the applicant will be hired by the Gaming Control Board.

IMMIGRATION REQUIREMENT:

It is the policy of the State of Nevada and the State Gaming Control Board to employ only U.S. citizens and aliens lawfully authorized to work in the United States. In compliance with the Immigration Reform and Control Act of

1986, successful applicants will be required to show proof of their legal right to work in the United States within three working days of their appointment to any position with the State Gaming Control Board.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION:

The State Gaming Control Board is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation or disability.

HOW TO APPLY FOR A POSITION:

If you meet the minimum qualifications described above, you may apply by downloading a job application from our website at: www.gaming.state.nv.us. Return your completed application, résumé, and a copy of your college transcripts to:

State Gaming Control Board
Personnel Office
1919 East College Parkway
P.O. Box 8003
Carson City, Nevada 89702

Rev.: 10/03